

POLICE RECORDS CLERK

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses responsible, non-supervisory clerical positions, the primary duties of which include typing and processing reports, such as offense reports and traffic reports; logging and filing reports; and assisting the public with questions about police reports. Police Records Clerks work independently in the performance of assigned tasks with assignments received from and work reviewed by a police line employee at the rank of Police Lieutenant.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Receives department records and reports and checks them for completeness, accuracy, and conformity to established procedures. Corrects errors or returns records for correction. Processes or files department records and reports according to procedures.

Fills out all forms or records required or assigned. Reads graphs, charts, manuals, records, reports, or related department documents and compiles, analyzes, and organizes data needed for reports.

Types letters, forms, memos, statements, formal reports, or any other documents assigned. Proofreads typed material and corrects errors.

Files correspondence, cards, forms, records, or reports. Retrieves information or documents from files. Operates a computer terminal in order to enter or retrieve information from files.

Answers any telephone calls coming in on assigned lines and handles routine matters or transfers caller following department procedures. Answers questions and handles any routine requests by visitors to the office.

Replies to any routine correspondence or requests on own initiative following departmental procedures or from oral or written directions from a supervisor.

Operates a copying machine to make copies of department documents when required. Operates a calculator or adding machine to make computations for use in reports.

Collects fines and bond money and issues receipts.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States.

Must not be less than eighteen years of age.

Must possess a valid driver's license.

Prior to beginning work in this class, must obtain a valid Louisiana driver's license.

After offer of employment, but before beginning work in this class, must pass a medical examination and/or a physical agility test prepared and administered by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must present documentation indicating, at a minimum, that the applicant has met the minimum high school graduation requirements necessary to receive a high school diploma as established by the state of Louisiana Board of Elementary and Secondary Education. Such documentation shall include at least one of the following: high school diploma, high school transcript, certificate of equivalency, affidavit from the issuing high school, college diploma, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. A certification of completion shall not be sufficient to substitute for certification of graduation.

Must present a certificate verifying the ability to type 45 words per minute with minimal error.

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